

Sanitized - Approved For Release

25X1A9a

CIA-RDP70-00211R000200120018-6

RETURN TO
RECORDS MANAGEMENT DIVISION

~~SECRET~~

26 April 1956

- File

MEMORANDUM FOR: Chief, Management Staff

25X1A9a

FROM : Chief, O&M Staff (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 19 April 1956
Through 25 April 1956

25X9A2

1. T/O Proposals Processed: Five (5) T/O proposals involving approximately [redacted] position actions have been processed and approved.

2. T/O Proposals in Process: Three (3) major DD/P Division T/O proposals of reorganization (NEA, SR, and SE Division) are currently in process. A total of approximately [redacted] position actions are involved.

25X9A2

25X1A8a

3. RI Division Backlog: The development of a graphic presentation of major work backlogs is being delayed pending approval by the Chief, [redacted] for entry into the RI Division to secure necessary information.

4. MS Project 6-32, National Agency Name Checks: Final staff study completed and forwarded to DD/S on 24 April 1956.

5. MS Project 6-35, NEA T/O Reorganization, MS-825: Management Staff recommendations have been developed and presented to NEA for consideration and/or inclusion in final T/O alignment. The Position Evaluation Survey is approximately 80% complete; organizational changes recommended by the Management Staff and agreed to by NEA are being incorporated into the PED analysis. Completion of this T/O reorganization is anticipated in approximately ten days.

6. SE and SA Procedures and Policies: Continued progress is being made in the preparation of the report draft.

7. MS Project 6-33, Vacuum (Pneumatic) Tube System: At a meeting held on 20 April 1956 with members of the New Building Planning Staff, Committee on Internal Communications, it was considered desirable for this Staff to expand the collection of statistics on the volume and type of documents hand carried for coordination to and from additional DD/P Branches of varying sizes. RI was assigned the responsibility of gathering qualitative and quantitative statistics on documents sent through mail channels to branch levels via courier or messenger.

~~SECRET~~

Sanitized - Approved For Release
CIA-RDP70-00211R000200120018-6

~~SECRET~~

8. MS Project 6-29 DD/P Mail Procedure, BS #2161: Awaiting comments from the Security Staff in order to develop further action and/or prepare final evaluation report.
9. MS Project 6-30, DD/P Forms Program: Plan of action and program being developed.
10. MS Project 6-31, Far Eastern Printing Facilities: A meeting is planned between representatives of this staff, TSS, Logistics, and FE to discuss this problem and to plan necessary required action and coordination to effect the establishment of this facility as expeditiously as possible.
11. MS Project 6-34, DD/P Reports Control Program: Awaiting results of survey developed and submitted to SSA for implementation.
12. AMA Conference: A member of this staff attended the AMA Special Conference on Systems Planning on April 23-24 at New York City, N. Y. Special reports covering the salient informational highlights of the speakers' remarks is being forwarded by AMA. These will be made available for the edification of all interested Management Staff personnel.


Chief, O&M Staff, DD/P Area

25X1A9a

~~SECRET~~